

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.952
	STATE OF HAWAII	2.953
.		2.954
		2.955

Minimum Qualification Specifications
for the Classes:

INFORMATION SPECIALIST I, II, III AND IV

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a baccalaureate degree.

Excess work experience as described below in the experience section or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities equivalent to those normally acquired in four (4) years of successful study leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the possession of a high degree of English language skills and the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided below, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below:

Class Title	General Experience (yrs)	Specialized Experience (yrs)	Total Experience (yrs)
INFO SPCLT I	0	0	0
INFO SPCLT II	1	0	1
INFO SPCLT III	2	*	2
INFO SPCLT IV	2	1	3

General Experience: Experience in information research and dissemination or public relations work which involved analyzing and gathering pertinent information and writing materials for presentations, publications or news releases using accepted rules of standard English grammar, syntax, sentence structure,

punctuation, etc.; selecting and utilizing various writing and other communication methods (e.g., brochures, radio announcements, newspaper articles) and styles to best reach target audiences; editing and analyzing materials; and establishing and maintaining effective relationships.

Specialized Experience: Experience in organizing, planning and conducting a program to disseminate information about the activities and/or plans of an organization to the general public or to individuals especially affected by or interested in the organization's work. The experience must include dissemination of information through a variety of media on a continuous basis, i.e., television, radio, newspapers, publications, etc.

* For Information Specialist III, (Type 2) applicants must demonstrate possession of aptitude or potential ability to organize, plan and conduct a program to disseminate information.

Substitutions Allowed:

Substitution of Education for Experience: Possession of a bachelor's degree from an accredited college or university in Journalism may be substituted for six (6) months of the General Experience.

Substitution of Specialized Experience for General Experience: Excess experience of the type and quality described in the Specialized Experience section above may be substituted for General Experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

For some positions, applicants may be required to have a valid Hawaii State driver's license.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

- - - - -

PART II
INFO SPCLT I, II, III, IV

Page 4
2.952, 2.953, 2.954, 2.955

This is an amendment to the minimum qualification specification for the classes INFORMATION SPECIALIST I, II, III and IV, which was approved on July 12, 1991.

DATE APPROVED: 2/4/97 /s/ Harold M. Tadaki
JAMES H. TAKUSHI
Director of Human Resources Development

Note: Change class code for Information Specialist III from 2.955 to 2.954; and change class code for Information Specialist IV from 2.956 to 2.955